

## **Fire Division Chief**

### **DEFINITION:**

Under general direction the Fire Chief assists the Fire Chief in managing and directing the Fire Department. This class assists in the development and implementation of Fire Department goals, objectives, guidelines and priorities; directs, manages, coordinates, and supervises the personnel and activities of the Operations, Training, and Prevention Divisions; commands and coordinates emergency incidents including fire suppression, rescue, emergency medical services and hazardous material response; provides responsible administrative support to the Fire Chief and others; and performs other related work as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

The Division Chief class reports to the Fire Chief and is responsible for providing direct and indirect supervision over professional, operational, supervisory, public safety volunteers, and clerical personnel within the Fire Department.

### **DISTINGUISHING CHARACTERISTICS:**

**The Division Chief position operates under a shared services agreement whereby more than one jurisdiction shares one Fire Chief, the Division Chief classification, and the Battalion Chief classification.**

The Division Chief is a management class that is not assigned to a shift, works forth (40) hours per week, and is exempt in accordance with the Fair Labor Standards Act (FLSA). This classification is distinguished from the Fire Battalion Chief Line in that the latter works on an assigned shift and is responsible for commanding and coordinating emergency incidents including fire suppression, rescue, emergency medical services, and hazardous material response on a regular basis.

This classification is distinguished from the next higher classification of Fire Chief in that the latter has overall responsibility for the Fire Department. This is an unclassified sworn/safety position in which the incumbents serve at the will of the Fire Chief. The Division Chief is responsible to represent the Department in matters of policy, rules, regulations and law in the absence of the Fire Chief. The Division Chief serves as Acting Fire Chief as assigned. In addition, the Division Chief may serve as Duty Chief as needed.

### **ESSENTIAL FUNCTIONS:** (include but are not limited to the following)

- Assist the Fire Chief in managing and directing the fire departments within the jurisdictions working cooperatively under a shared services agreement; act as Fire Chief in his/her absence.
- Assist in planning, organizing and supervising all services and activities of the Operations/Training and Prevention Divisions of the Fire Departments, including fire suppression, fire prevention,

emergency preparedness, emergency medical services, rescue, hazardous materials response, other fire programs, training, and administration

- Manages the development and implementation of goals, objectives, administrative/standard operating guidelines, and standards of safety to ensure compliance with applicable laws and regulations.
- Participates in and helps coordinate the assessment process for promotion through the ranks of the professional fire service
- Assists the Fire Chief in the development and administrative of the department budget.
- Interprets and applies provisions of laws, rules, and regulations related to Fire Department matters.
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action.
- Advises and assists in labor negotiations.
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.
- Conducts staff and safety meetings.
- Coordinates the department's work plan; meets with other management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; assists with division scheduling as needed.
- Confers with citizens and City officials on fire-related problems; assists in the development of innovative fire-related programs, policies and practices.
- Supervises the delivery of emergency services; responds to alarms as necessary, makes technical decisions as to the best methods of extinguishing fires, and assumes command of emergency operations.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identified opportunities for improvement; recommends and directs the implementation of changes.
- Oversees the maintenance and repair of department vehicles, apparatus, equipment and facilities; coordinates annual apparatus service testing; ensures equipment is maintained in a constant state of readiness for emergency operations; conducts safety inspections; selects, recommends, and purchases equipment and vehicles as needed.
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences.
- Represents the Fire Departments to other City departments, elected officials and outside agencies; explains and supports Fire Department programs, policies, and activities.
- Coordinates department activities with other divisions, departments, governmental agencies and outside organizations.
- Prepares and maintains a variety of records, reports and correspondence related to program activities.

- Participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations.
- Attends required training courses and seminars to stay abreast of new trends and innovations in the field of fire prevention and suppression, and emergency preparedness.
- Responds to difficult or sensitive complaints and requests for information from the public, news media, and City staff.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Incumbents must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus while wearing personal protective equipment; must demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies; lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate motor vehicles; vision to read gauges, documents and street maps; accurate depth perception; ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; ability to hear and distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks.

Employees in this class must be able to work with exposure to emergency circumstances; work both inside and outside with exposure to all types of weather conditions, including odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; willing to work irregular hours and/or extended shifts as scheduled by the department; and work at various locations with the City of Rocklin and Lincoln.

**Qualifications:** (The following are minimal qualifications necessary for entry into the classification.)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

- Equivalent to a Bachelor's degree with major coursework in fire technology or a related field and ten (10) years of broad and extensive experience in an organized fire department, including four (4) years in a responsible supervisory/management position.

#### **Licenses or Certificates:**

- Possession of a valid California Class "B" operator's license
- Possession of valid First Aid and CPR certifications (a valid EMT card meets the requirement of a valid First Aid card).
- Possession of, or the ability to obtain, a State of California Chief Officer Certificate

**Knowledge/Skills/Abilities:** (The following is a representative sample of the KSAs necessary to perform essential duties of the position.)

### **Knowledge**

- Administrative principles and methods, including goal-setting, program and budget development and implementation, personnel management and supervision
- City organization and functions; laws, rules and regulations governing Fire Department activities
- Pertinent federal, state and local laws, regulations, codes and ordinances
- Principles, practices, and procedures of modern fire suppression and prevention, hazardous materials containment, rescue, clean-up, and salvage
- Principles and practices of employee supervision, including deployment, work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Operation and maintenance of various apparatus and equipment used in modern firefighting activities
- Medical aid, rescue, and resuscitation practices
- Operational characteristics, services and activities of a comprehensive municipal fire protection program
- Modern principles, practices, techniques, and equipment of fire science, operations and training
- Equipment procurement and maintenance
- Techniques for dealing effectively with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds,, in person and over the telephone, often in emergency or stressful situations.
- Area topography, physical conditions, street names, numbers, water mains and hydrant locations, and target areas of the Cities of Rocklin and Lincoln
- Principles and practices of basis report writing
- Recent developments, current literature, and sources of information related to fire science and safety
- Modern office practices and technology including personal computer hardware and software, including automated scheduling which optimizes scheduling, communications, and deployment of public safety personnel
- English usage, spelling, grammar, and punctuation
- Safety practices and equipment related to the work

### **Skills and Abilities**

- Plan, organize, assign, supervise, review, and evaluate the activities of program areas within the Fire Department
- Understand and act in accordance with the Cities and Fire Departments policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel
- Select, train, motivate, and evaluate staff

- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards to ensure the provision of effective and efficient municipal law enforcement services
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Coordinate department activities with other City departments and agencies as required
- Make sound decisions and direct operations at an emergency scene; react quickly and calmly in emergency situations
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to program activities
- Properly use fire suppression and other work related equipment
- Interpret, analyze, apply,, and enforce federal, state and local laws, rules, and regulations
- Identify and respond to community and City council issues, concerns, and needs
- Plan and administer a complex budget; allocate limited resources in a cost-effective manner
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Identify training needs and plan, implement, and evaluate programs
- Learn the geographic layout of the Cities and the surrounding areas and the location of various fire suppression utilities
- Participate in fire prevention and public education activities in the community
- Train and instruct firefighters in modern firefighting practices and procedures
- Coordinate and carry out special assignments
- Prepare clear, concise, and logical written and oral reports
- Communicate clearly and concisely, both orally and in writing, to present information to Department personnel, members of the public, other City employees and the media
- Use English effectively to communicate in person, over the telephone, and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Use computer technology and applications in the performance of daily activities including preparing reports, correspondence, technical records, and other documents and/or papers used by the Department
- Participate in fire suppression activities as necessary; climb ladders, advance hose lines and operate other firefighting equipment appliances including respiratory protection
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Support, reinforce,, and model Department organizational expectations
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.*

